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ABSTRACT

The official criteria and procedures for the implementation of Michigan State University--Continuing Education Unit (CEU) Programs are delineated in this report. The CEU is defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. The National Task Force on the CEU created and defined this uniform unit of measure because of the need for using noncredit learning in appraising the personal and occupational growth of individuals. Three purposes of the CEU as defined by the National Task Force are given. Criteria for and limitations on CEU approval are described. The administration of CEU procedures (including procedures for requesting CEU approval) and program administrator responsibilities (applying for CEU approval, program announcement procedures, program preregistration and registration procedures, and certification procedures) are outlined in detail. Two types of computerized student records are briefly outlined. Appended materials include: (1) membership list of the National Task Force on the CEU, (2) CEU request/approval form, (3) preregistration form, (4) registration form, (5) program attendance record, (6) program summary form, and (7) sample official CEU transcript. (MS)

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Handbook of Criteria and Procedures for Continuing Education Unit Programs

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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CE 004 734

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Revised February, 1975

Copies available at $3.50 (prepaid) from Continuing Education Service
46 Kellogg Center, East Lansing, Michigan 48824

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INTRODUCTION

In the summer of 1973, a committee of Continuing Education Service (CES) program administrators and department heads began a series of meetings to discuss the use of the Continuing Education Unit (CEU) with selected CES non-credit instructional programs (the CES-CEU Committee). The committee decided that a set of criteria and procedures should be developed and tested during the 1973-74 academic year, followed by a review to determine their effectiveness and appropriateness. The test period and the review were completed, and this document represents the revised and official criteria and procedures for the implementation of the MSU-CEU Programs.

I. RATIONALE FOR THE CEU

The growth of non-credit instructional programming (courses, conferences, television courses, and the like) in institutions of higher education is well recognized. It is assumed that further growth will occur. A Carnegie Commission report predicts that during the 1970's and 1980's non-credit continuing education programs will become a major component of American education. Employers, professional associations, and others are increasingly using non-credit learning for appraising the personal and occupational growth of an individual. It was this need to make comparisons and transfer records of non-credit learning that caused the National Task Force on the Continuing Education Unit* to create a uniform unit of measure, the Continuing Education Unit (CEU).

The Continuing Education Unit is defined as

> *Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.*

The purposes of the CEU as defined by the National Task Force are:

1. To establish permanent records for individual participants for accumulating, updating and transferring information concerning non-credit continuing education experiences.

2. To provide a uniform system for accumulating data at the institutional or organizational level to assist in program planning and development and in administration and fiscal management.

3. To establish a national system of measurement to facilitate the collection of data on a national basis and provide valid statistical information necessary for legislative action and public policy determination relating to non-credit adult and continuing education activities.

Throughout its history, Michigan State University has served the people of the state through teaching, research, and public service. Its record of extending resources beyond the resident study body is distinguished. The 1972-73 presidential Task Force on Lifelong Education reaffirmed the University's commitment to lifelong learning.

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*See Appendix, Exhibit 1

The task force in its report, The Lifelong University, formulated 67 recommendations for expanding and modifying lifelong learning. Recommendation 11 of the Report suggests a more complete record of participation in non-credit instructional experiences should be maintained: "The University should also investigate the feasibility of providing all participants in non-credit non-degree education experiences with appropriate documentation of their participation."

II. CRITERIA FOR CEU APPROVAL

Any activity which meets the following criteria may be submitted for CEU approval:

1. The activity is a learning experience administered through the Continuing Education Service of Michigan State University.
2. The activity is carefully planned in advance and described in a written statement of (a) objectives and/or rationale, (b) program content, and (c) instructional methodology.
3. The planning process and program development must involve participation by:
   (a) CES personnel, and
   (b) MSU personnel with content expertise in the program area or non-MSU personnel with content expertise in the program area.
4. The program content is presented in an organized manner.
5. The program consists of not less than five instructional hours (250 minutes).
6. Pre-registration and registration forms and procedures conform to the requirements specified in this handbook.
7. Certification forms and procedures conform to the requirements specified in this handbook.

III. LIMITATIONS ON CEU APPROVAL

1. No person shall be granted both Carnegie Units and CEUs for participation in a single program even though that program may be approved for both Carnegie Units and CEUs.

2. CEUs will not be awarded for an activity which was offered prior to being approved.

3. CEUs will not ordinarily be awarded for the following activities or programs: high school equivalency programs, committee meetings, policy making activities, society and association convention meetings, mass media programs, entertainment and recreational events, on-the-job training, apprenticeships, and other similar work experiences, individual scholarship, and self-directed studies. Such activities, when offered independently from a broader program, do not qualify for CEU approval. When offered as integral parts of broader programs, however, they may be considered for CEU certification.

IV. ADMINISTRATION OF CEU PROCEDURES

A. CES-CEU Screening Approval

A five-member Screening Committee, appointed by the CES director, is responsible for making recommendations to the CES director regarding the approval of programs for which CEUs may be awarded and for other general policy matters regarding the administration of CEUs.

1. Membership and Terms

The composition of the committee and the members' terms of office are as follows:

(a) Associate or assistant director of CES--two-year term except in the first instance, three years.

(b) Assistant dean/coordinator for CES--two-year term

(c) CES department head--one-year term

(d) CES program administrator*--one-year term

(e) CES faculty/staff member-at-large (no restrictions on position)--one-year term

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*Program administrator refers to any CES faculty/staff member who has direct responsibility for a program.

2. Organization and Meetings

The chairperson of the committee, who is designated by the CES director, is responsible for convening the committee on a regular monthly schedule and more frequently as necessary. All CES units are to be informed of the regular schedule which is the second Friday of each month.

B. Procedures for Requesting CEU Approval

1. Use of Request/Approval Form. Program administrators should complete two copies of the Request/Approval Form (See Appendix, Exhibit 2) for each program to be considered for CEU approval. The original copy should be filed with the committee chairperson at least two days before the regularly scheduled meeting at which it is to be considered. Applications should be submitted a minimum of two months in advance of the program starting date. CEU approval must be obtained previous to the distribution of printed announcements or printed programs* which indicate the offering of CEU; however, such printed announcement or program may state that CEU approval is pending. (See Section V-A for complete details of the Request/Approval Form.)

2. Screening Committee Action. The Screening Committee has the responsibility to review the request and recommend to the CES director, approval or disapproval of the request. If approval is recommended, the committee is to specify the number of CEUs to be given and any conditions it considers necessary. If the request is not recommended for approval, the committee states the reasons for the action. Upon completion of committee actions, the chairperson dates and signs the form and forwards it to the CES director.

3. Final Approval/Disapproval. The CES director, who is responsible for final approval or disapproval, may accept, reject, or modify the committee's recommendation. After indicating his decision on the form, he returns it to the committee chairperson for filing and notification to the initiating program administrator. In the case of approval, the chairperson also sends a copy to the CES Registration Office.

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*Six copies of the printed program must be submitted to the Screening Committee chairperson when available.

V. PROGRAM ADMINISTRATOR RESPONSIBILITIES

A. Applying for CEU Approval

Application for CEU program approval is made by typing information on the CEU Request/Approval Form.

1. CES Unit Sponsoring Program

Give the name of the CES program unit sponsoring or administering the program.

2. CES Program Administrator

Provide the name and signature of the CES staff member submitting the request--the person responsible for the particular program.

3. Person Certifying Participants

Provide on the appropriate form the name and signature of the individual who will be responsible for certifying persons who have satisfactorily completed the required hours of participation. The certification must be by an MSU employee who has a direct connection with the program, either in its administration or in the instruction. If this is the CES program administrator, indicate "Same."

4. Program Title

Indicate the title by which this program is reported on the Continuing Education Activity Report Form. (Continuing Education Service Information System--CESIS)

5. Program Number

Indicate the CES Business Office program number.

6. Starting and Ending Date

Indicate the month, day, and year when this program starts and ends.

7. Repeat Program

If a program is to be offered more than once, the initial approval includes repetitions, with assigned program numbers and dates during the succeeding 12 months. However, if during this period a program has

been altered or changed, a new application must be submitted with the appropriate changes.

8. Location

If the program is held off campus, give the county and city in Michigan. If the program is held on campus, indicate the county (Ingham) and the building where registration will be conducted (Kellogg Center).

9. Number of Calendar Days

Indicate the number (span) of days on which the program will be held.

10. Number of Instructional Hours

Indicate the number of clock hours (50 minutes = 1 contact hour) of actual instructional activity provided in the program for a single participant. Do not include registration, breaks, free time, lunch and the like. For fractions of hours less than 30 minutes, round to the nearest lower hour; for 30 minutes or more, round to nearest higher hour.

11. Hours of Participation Required

Indicate the minimum number of hours of participation that a single participant must attend in order to qualify for the number of CEUs requested. For example, one CEU = 10 contact hours of instruction; therefore, if a program has 23 instructional hours, one could request 2 CEUs and require 20 hours out of 23; or one could request 2.3 CEUs and require 23 hours of participation. A participant earns all or none of the approved CEU value.

12. Number of CEUs Requested

Indicate the number of CEUs requested for this program. Fewer CEUs than the 10 to 1 ratio (10 contact hours of instruction = 1 CEU) may be requested, but not more.

13. Number of Participants Expected

Indicate the most realistic estimate possible of the number of paid registrations expected for the program.

14. Program Planning Representation

An important criterion that must be met by a program receiving CEU approval is that the program planning and development include input by

(1) CES personnel and (2) MSU personnel with content expertise in the program area or non-MSU personnel with content expertise in the program area. Provide the names and signatures of individual(s) for each category of participation in the planning and development of the program and the signature of the CES representative.

15. Program Objectives and/or Rationale

Specify the objectives to be met by the program or give the purposes, background, and reason for offering the program. Information should be as specific as possible.

16. Subject Matter Content

Describe the subject matter and substantive content of the program. Examples of specific topics to be covered will be helpful.

17. Instructional Methodology

Describe the types of learning experiences or teaching methodologies which will be utilized in the program and estimate the amount or portion of time to be allocated to each methodology.

B. Program Announcement Procedures

The program administrator assumes responsibility for announcing CEU approval to potential registrants. The following promotion statement may be used:

Continuing Education Units (CEU) Approved for this Program*

The Continuing Education Service of Michigan State University awards ____ Continuing Education Units (CEUs) for full participation in this program.

The Continuing Education Unit is defined as "Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction."

CEUs are a nationally recognized recording device for substantive non-credit learning experiences and are an appropriate measure of in-service education and training.

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*In the event final approval has not been received, use "Continuing Education Units have been requested for this program" and omit first paragraph.

C. Program Pre-registration and Registration Procedures

The Registration Office for CES is responsible for coordinating registration procedures for the CEU approved program. All enrollments are processed through this office.

Pre-registration for a CEU approved program is accomplished by including the CEU pre-registration form in the printed program announcement (see Appendix, Exhibit 3). The Pre-registration Form is completed by program participants.

The Registration Form (see Appendix, Exhibit 4) is used by CES personnel to register participants for all CEU approved programs. It is also used as a fee card.

All information on the Pre-registration and Registration Forms should be typed or printed.

Suggestions to assist CES personnel in preparing the Registration Form:

1. Forms may be obtained from the CES Registration Office.
2. The form is in four parts to be distributed as follows:
   (a) White copy is kept by the Registration Office.
   (b) Pink copy is given to the CES program administrator (CEU Approved Program only).
   (c) Cardboard copy is given to the CES Business Office.
   (d) Yellow copy is given to the registrant (receipt copy).
3. The following information should be provided:
   (a) The complete name of the registrant (last, first, middle).
   (b) The complete home address (number, street, city, state, and ZIP).
   (c) The social security number (to be used as a student I.D. number). CEUs are not granted unless the social security number is provided.
   (d) The name of the employer and employer's address (to be used for billing and refund purposes).
   (e) The date of birth.
   (f) The job title or generic name of registrant's occupation.
   (g) The CEU value--number of CEUs requested by CES program administrator (CEU Approved Programs only).

(h) The program number - (the CES Business Office account number).

(i) The name of the CES program unit sponsoring or administering the program.

(j) The program title and starting date.

D. Certification Procedures

Certification is to assure that those persons who have satisfactorily completed the required number of instructional hours are awarded the appropriate number of CEUs approved for a specific program.

Following the close of registration, the Registration Office transmits to the program administrator a copy of the student's completed registration form. The program administrator, or a designated person, is responsible for certifying program attendance which is recorded on a Program Attendance Record (see Appendix, Exhibit 5). Within two weeks following completion of the program, the program administrator forwards the original of the Program Attendance Record to the Registration Office, indicating those for whom CEUs are to be recorded.

The Program Attendance Record is prepared in duplicate and includes the following information:

1. Program Title
2. Program Number
3. Starting and Ending Date
4. CES Unit Sponsoring Program
5. CEUs Earned
6. Location of the Program
7. Full Name of the Student
8. Student Number (Social Security Number)
9. Home Address
10. Sex
11. Birth Date
12. Occupation
13. Signature of Certifying Officer

VI. CEU PROGRAM AND STUDENT RECORDS

From the information available on the Program Attendance Record, program information and student information is key punched and processed by computer. Two types of computer reports are available: the Program Summary and the Student Transcript.

A. Program Summary

The Program Summary (see Appendix, Exhibit 6) contains all relevant program information and an alphabetical listing of students who were awarded CEUs. program administrators can receive a copy of the Program Summary by submitting a request to the CES Registration Office.

B. Student Transcript

The Student Transcript (see Appendix, Exhibit 7) is available only upon request from the student. The Student Transcript contains complete information on each program which has been successfully completed by a student. Write to Registration Office, Kellogg Center for Continuing Education, Michigan State University, East Lansing, Michigan 48824 and provide name and social security number with a check for $1.00, payable to Michigan State University.

APPENDIX

EXHIBIT 1

National Task Force on the Continuing Education Unit

EXHIBIT 2

CEU Request/Approval Form

EXHIBIT 3

CEU Pre-registration Form

EXHIBIT 4

Registration Form

EXHIBIT 5

Program Attendance Record

EXHIBIT 6

Program Summary

EXHIBIT 7

CEU Official Transcript

EXHIBIT 1

National Task Force on the Continuing Education Unit

Chairman - WILLIAM L. TURNER, North Carolina State University, Raleigh, North Carolina (1968 -)

Vice Chairman - PAUL J. GROGAN, University Extension, University of Wisconsin, Madison, Wisconsin (1968 -)

Secretary - KEITH E. GLANCY, Evening College, The Johns Hopkins University, Baltimore, Maryland (1968 -)

Members

WARREN G. BALL, American Medical Association, Chicago, Illinois (1968 -)

LEONARD R. BRICE, American Society for Personnel Administration, Berea, Ohio (1968 -)

EDWARD H. COX, Employee Relations Department, Personnel Development Division, E. I. duPont de Nemours, Wilmington, Delaware (1968 -)

FRANK DICKEY, National Commission on Accrediting, Washington, D.C. (1969 -)

ROBERT B. ELLIS, Registrar, University of Mississippi, University, Mississippi--representing AACRAO (1969 - 1970)

JOHN W. ENELL, American Management Associations, New York, New York (1973 -)

WILLIAM L. HARDY, United Auto Workers, Detroit, Michigan (1966 - 1970)

REGINALD M. JONES, JR., Bureau of Training, United States Civil Service Commission, Washington, D.C. (1968 -)

FLORENCE B. KEMP, National Center for Educational Statistics, U.S. Office of Education, Washington, D.C. (1973 -)

CHARLES F. LINDBLADE, Chicago City College, Chicago, Illinois--representing AACRAO (1970 - 1973)

TREADWAY C. PARKER, American Management Associations, New York, New York (1969 - 1972)

ROBERT J. PITCHELL, National University Extension Association, Washington, D.C. (1968 -)

MORRIS B. ULLMAN, U.S. Office of Education, Washington, D.C.--Retired (1968 -)

JOHN W. VLANDIS, University of Connecticut, Storrs, Connecticut--representing AACRAO (1973 -)

Consultants to the Task Force

LOUIS E. PHILLIPS, Division of Continuing Education, Furman University, Greenville, South Carolina (1973 -)

JOHN A. RHODES, JR., Memphis State University, Memphis, Tennessee (1973 -)

Editorial Services

The National Task Force on the Continuing Education Unit gratefully acknowledges the editorial services rendered by Keith E. Glancy, Ph.D., The Johns Hopkins University; and John A. Rhodes, Jr., Ph.D., Memphis State University in the preparation of this publication.

EXHIBIT 2

PLEASE TYPE

MICHIGAN STATE UNIVERSITY

CONTINUING EDUCATION SERVICE

CEU Request/Approval Form

Date Submitted ___/___/___ (Mo /Day/Yr.)

CES Unit Sponsoring Program _____

CES Program Administrator _____ Person Certifying Participants _____

Program Title _____ Program No. _____

Starting Date ___/___/___ (Mo/Day/Yr) Ending Date ___/___/___ (Mo/Day/Yr) Location _____

(For repeat programs, provide program numbers, dates, and locations)

_____

_____

_____

No. of Calendar Days _____ No. of Instr'l Hours _____ No. of Hrs. Participation Required _____ No. of CEUs Requested _____ No. of Participants Expected _____

Program Planning Representation

CES Representative _____ (Signature Required)

MSU Personnel _____)

Non-MSU Personnel _____) (Two of these three signatures required)

Client Input Source _____)

Screening Committee Recommendation

[ ] Approved for _____ CEUs [ ] Disapproved

Comments: _____

_____

_____

_____ (Date) _____ Chairperson, Screening Committee

Approval or Disapproval

[ ] Approved for _____ CEUs [ ] Disapproved

Comments; _____

_____

_____

_____ (Date) _____ Director Continuing Education Service

CEU Request/Approval Form (Cont.)

Date _____/_____/_____
Month Day Year

Program Title _____ Program No. _____

Program Objectives and/or Rationale

Subject Matter Content

Instructional Methodology

Other Relevant Information

Note: Six copies of the printed program must be submitted to the Screening Committee chairperson when available.

EXHIBIT 3

CEU Pre-registration Form

(Note: This form must be adapted to a course or conference, return address, housing and meal plans, and payment procedures. These items are in brackets.)

Please return this advance registration form if you plan to attend the [conference] [course].

Return to:

Program Name
Continuing Education Service
The Kellogg Center for Continuing Education
Michigan State University
East Lansing, Michigan 48824

Date of Program

Name _____
Last First Middle

Address _____

City _____

State _____ ZIP _____

Social Security No. _____ Birth Date _____
(To be used as student identification number to record CEU)

Occupation and Employer _____

Employer's Address _____

City _____

State _____ ZIP _____

[Overnight housing nights of _____

Single _____ Half-twin _____]

[Please check the meals you wish to attend:

_____ Lunch, Date, Day of Week

_____ Dinner, Date, Day of Week

_____ Lunch, Date, Day of Week]

[Please do not send payment with this form.] [Enclose registration fee of $_____. Make check payable to Michigan State University.]

EXHIBIT 4

Registration Form

Last Name	First Name	Middle Name		
Address-Number and Street	City	State	ZIP	
Social Security Number	Sex F[ ] M[ ]	Birth Date	Home Phone	Business Phone
Occupation and Employer			Fee	$
Employer's Address			Meals	
FOR REGISTRATION OFFICE USE ONLY			Material	
CE Unit Value [ ]	CE Unit(s) Awarded YES [ ] NO [ ]	Program Number		
Program Title and Date			Total	$

MICHIGAN STATE UNIVERSITY Continuing Education Service

EXHIBIT 5

MICHIGAN STATE UNIVERSITY

Continuing Education Service

Distribution
Copy 1 - Registration Office
Copy 2 - Program Administrator

Program Attendance Record

Certifying Officer (Signature)

Program Title & Number	Starting and Ending Date	CES Unit Sponsoring Program	CE Units Earned	Location Of Program

No.	Name (Last, First, Middle)	Social Security Number	Home Address Street, City, State, ZIP	Sex	Birth Date Mo. Day Yr.	Occupation
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

EXHIBIT 6

Program Summary

Program ID No.	Starting Date	Ending Date	Program Title	CES Sponsor No.	Name	CEU Value	Location No.	County	Certifying Officer	79 80	Report Date 01/08/75
A000319	10/02/74	12/11/74	What Every Supervisor Must Know	20		03.0	033	Ingham	Rompf	2	
			Topics include the management process, communications, decision making, and supervisory management including planning, organizing, staffing, directing, controlling and labor relations.							3 4 5 6	

Student Listing:

Name of Student	Soc. Sec.	Sex	Birthdate	CEU	No.
Adams, Ronald, J	246-30-1357	1	02/24/28	03.0	1
Adcock, Sullivan, B	123-45-6789	1	09/08/26	03.0	1
Ayers, Fred, L	987-65-4321	1	12/11/31	03.0	1
Dee, Donald, L	234-56-7891	1	08/06/39	03.0	1
Despelder, James, A	345-67-0912	1	10/17/48	03.0	1
Dunlap, John, H	456-78-9123	1	09/17/45	03.0	1
Field, Ellamae, B	567-89-1234	2	04/13/49	03.0	1
Foulds, Doris, B	678-91-2345	2	01/09/49	03.0	1
Freihofer, Samantha	789-12-3456	2	12/12/47	03.0	1
Ghinelli, Jeffrey, D	891-23-4567	1	10/04/29	03.0	1
Holz, Errol	912-34-5678	1	05/01/29	03.0	1
Lankin, William, C	132-46-5798	1	08/18/25	03.0	1
Mason, Warren, R	357-24-9168	1	09/16/46	03.0	1
Miller, Robert, G	111-22-3333	1	12/11/48	03.0	1
Moody, Morton, D	444-55-6666	1	02/22/52	03.0	1
Morgan, Darlene, J	777-88-7777	2	04/17/55	03.0	1
Quinn, Joseph, J	999-88-7777	1	01/01/48	03.0	1
Slye, George, J	666-55-4444	1	02/04/21	03.0	1

Program A000319 10/02/74-12/11/74 What Every Supervisor Must Know , Had 18 students. Page 1 Report Date: 01/08/75

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EXHIBIT 7

MICHIGAN STATE UNIVERSITY
CONTINUING EDUCATION SERVICE
OFFICIAL CEU TRANSCRIPT

NAME: BELL, CLAIRE A. SOC. SEC. NO. 246-80-2468 DATE OF BIRTH 05/27/44 SEX: F DATE OF TRANSCRIPT: 06/24/74

PROGRAM: ELECTRIC MOTOR APPLICATION + DESIGN CEU VALUE: 02.0
SPONSOR: UNIVERSITY EXTENSION: REGION 1 (SW) LOCATION: 011
CERTIFIED BY: KILNER HELD FROM 01/07/74 TO 03/11/74
ELECTROMAGNETIC THEORY REVIEW: DESCRIPT CHAR OF INDUCTION SYNCHRONOUS, BRUSH, AND SHADED-POLE MOTORS: MOTOR MANUF: STEADY-STATE MOTOR THEORY: GENERALIZED MOTOR DIFF EQUATIONS

PROGRAM: MODERN ENGINEERING DESIGN METH IV CEU VALUE: 02.0
SPONSOR: UNIVERSITY EXTENSION: REGION 1 (SW) LOCATION: 011
CERTIFIED BY: KILNER HELD FROM 01/08/74 TO 03/12/74
RESPONSE OF ENGINEERING MATERIALS TO VARIOUS TYPES OF LOADS CRITERIA OF FAILURE FOR DUCTILE AND BRITTLE BEHAVIOR, INFLUENCE OF STRESS CONCENTRATION, INTERACTION METHOD OF ANALYSIS, AND AN INTRO TO LOAD LIMIT ANALYSIS.

PROGRAM: MICH. SCHOOL BUSINESS OFFICIAL CEU VALUE: 01.0
SPONSOR: UNIVERSITY CONFERENCES LOCATION: 033
CERTIFIED BY: GUSTKE HELD FROM 12/06/73 TO 12/07/73
TO UPDATE THE BUSINESS MANAGERS OF THE SCHOOL DISTRICTS OF MICHIGAN ON ALL LEVELS OF INSURANCE RELEVANT TO THEIR DISTRICTS INCLUDING THE MICHIGAN NO FAULT INSURANCE LAW RECENTLY PASSED

PROGRAM: FIRE INSURANCE WORKSHOP CEU VALUE: 03.0
SPONSOR: SPECIAL PROGRAMS: INSURANCE PROGRAMS LOCATION: 033
CERTIFIED BY: ASCHOM HELD FROM 02/11/74 TO 02/15/74
OFFICE PROCEDURES. RATING OF RESIDENTIAL AND COMMERCIAL FIRE RISKS INCLUDING SELECTED SPECIAL POLICIES

PROGRAM: BASIC FIRE + CASUALTY INS INST CEU VALUE: 05.0
SPONSOR: SPECIAL PROGRAMS: INSURANCE PROGRAMS LOCATION: 082
CERTIFIED BY: ASCHOM HELD FROM 03/12/74 TO 03/21/74
PROVIDE UNDERSTANDING + BASIS FOR APPLICATION OF BASIC CONCEPTS + PRIN OF PROP + CAS INSUR. FIRE INSUR AS RELATES TO RESID + COMMERCIAL PROP. LIAB COVERAGE BOTH PERSONAL AND BUSINESS INLAND MARINE, CRIME, PACKG POLICIES, WORKMANS COMP AND BOILER + MACHINERY INSURANCE.

TOTAL CONTINUING EDUCATION UNITS AWARDED TO DATE: 13.0

CERTIFIED TO BE A TRUE COPY.

LARRY L. BAXTER
CONTINUING EDUCATION SERVICE

The Continuing Education Unit (CEU) at Michigan State University

The growth of non-credit instructional programming in institutions of higher education is increasingly being recognized. Growth in non-credit activity has caused employers, professional associations, and others to take into account such learning when appraising the personal and occupational growth of an individual. The need to make comparisons and to keep and transfer records of non-credit activities prompted a National Task Force to create a uniform unit of measure, The Continuing Education Unit (CEU).

The Continuing Education Unit is defined as "Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction". Some specific objectives which the CEU will fulfill are:

1) To systematize the recording and reporting system for continuing education by establishing a uniform, nationally accepted unit of measurement of participation in non-credit continuing education.
2) To permit the accumulating, updating, and transfer of the continuing education record of an individual.
3) To encourage long-range educational goals and a continuing education process of lifelong learning for individuals, for professional groups, and by institutions.
4) To make the pursuit of knowledge more attractive as a way of personal and professional development and provide a framework within which an individual can develop at his desired pace.
5) To permit and encourage the adult student to marshal and utilize a variety of continuing education resources to serve his particular needs.

Michigan State University, as of winter term 1974, accepted the concept of the CEU and has implemented procedures for evaluation of non-credit programs, registration of participants, and the maintenance of records for non-credit students.

The Continuing Education Service representative on each program planning committee will furnish information on the criteria which must be met and initiate the approval process.